

ATTACHMENT 1

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PART I - SECTION C  
SCOPE OF WORK

GROUNDS MAINTENANCE SERVICE

FEDERAL AVIATION ADMINISTRATION  
ATLANTA LARGE TERMINAL RADAR APPROACH CONTROL (TRACON)  
DISTRICT OFFICE  
784 GEORGIA HIGHWAY 74 SOUTH  
PEACHTREE CITY, GA 30269

1. **SCOPE OF WORK.** The Contractor shall furnish necessary equipment, materials, labor and supervision to provide grounds maintenance service for the Federal Aviation Administration, Atlanta Large TRACON, 784 Georgia Highway 74 South, Peachtree City, Georgia 30269.

2. **EQUIPMENT REQUIREMENTS.** Equipment, materials, labor and supervision furnished shall be consistent with industry standards for commercial work. Contractors providing quotations for this contract must provide, as an attachment to their quotation, a list of equipment that will be used by the Contractor. Equipment designed and classified for residential use will not be considered.

3. **GENERAL.** The contractor shall schedule and perform 100% of the work at frequencies listed in all sections of the description/specifications, plus any other related services designated herein. The standards defined and the frequencies listed in the sections are the minimum standards and frequencies that must be maintained.

4. **TERMINOLOGY.** As used throughout this statement of work, the following terms shall have the meanings set forth below:

**Contracting Officer (CO).** The Government person that has the authority to enter into (sign), administer and terminate contracts on behalf of the Government and to make related determinations and findings.

**Contracting Officer Technical Representative (COTR).** The Government person who is responsible for checking contractor performance.

5. **PERSONNEL.**

**Contract Manager.** The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate(s) who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer prior to contract start date. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to weekly operation of this contract.

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**Employees.** The government reserves the right to restrict the employment of any contractor employee, or prospective contractor employee, who is identified as a potential threat to the health, safety, security, general well being, or operational mission of the Atlanta Large TRACON and its population.

The contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest.

The contractor and his employees shall be subject to all rules and regulations relative to entering and leaving the facility.

Contractor/contract employees shall take directions only from CO, COTR, NAS Operations Manager and Facility Manager.

**6. INSPECTION.** The Contracting Officer Technical Representative (COTR), and the contractor, or his representative, shall inspect all planted areas of the property during the first week of every other month. (Inspection will be every two months.) The contractor's alternate representative shall have full authority to act for the contractor on all contract matters relating to the operation of this contract. The purpose of this inspection is to review compliance with the provisions of the contract, to determine the need of special pruning, spraying or weed control as described in subsequent sections, and to evaluate any replanting or replacement which may be required. An inspection shall be made to examine all plantings to determine the need of soil analysis, replacement of plants or extensive pesticide treatments which might be required.

**7. OFFSITE AREAS.** The contractor **must** provide maintenance services as specified herein at least the distance of **twenty five feet outside** the facility fence and between the facility fence and the pavement within any adjoining public rights-of-way.

**8. CLEANUP.** The contractor shall remove any and all woody or leafy clippings and weeds from the site at the end of each work day. Walks and drives shall be left broom clean of all clippings resulting from work under this contract. **The cleanup shall include picking up paper and incidental trash, branches and limbs that may be blown or dropped on the property.**

The contractor shall collect and remove all leaves from the site and/or other debris from the site as often as necessary to allow grass to grow and to maintain a neat appearance.

### SECTION I - MONTHLY MAINTENANCE SERVICE

**1. GENERAL.** The intent of these specifications is that the Contractor provide a well-supervised work force which spends however much time required onsite in order to maintain a well-kept and cared-for appearance at all times. Overall results will be major consideration in the acceptability of Contractor performance.



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2. **MOWING.** The grass shall be mowed during the period of April through October according to the following schedule:

- A. April through October, Bushhog 25 feet on either side of the perimeter fence once per month.
- B. All remaining grass areas, April through October, every 10 days to two weeks. Note: Minimum two week schedule shown below, but more frequent mowings in rainy seasons may be required to keep a neat appearance.

Dates for Minimum Two Week Mowing Schedule:

October – 10/6/2009, 10/20/2009

April - 4/6/2010, 4/20/2010

May – 5/4/2010, 5/18/2010

June – 6/1/2010, 6/15/2010, 6/29/2010

July – 7/13/2010, 7/27/2010

August – 8/10/2010, 8/24/2010

September – 9/7/2010, 9/21/2010

- C. During the months of November, December, January, February, and March lawns must be maintained free of weeds and an occasional mowing to keep a neat appearance.
- D. Areas around the main entrances of the Large TRACON, and parking lot, shall be mowed in a manner (such as a mulching plate on mowers) to prevent clipping and other refuse from being thrown toward buildings, personnel, and vehicles.

3. **AERATION.** Annually, the lawn shall be aerated with a core aerator that penetrates at least three-inches. Aeration shall not be undertaken when the ground is exceptionally dry.

4. **CLIPPINGS.** Clippings shall be picked up/bagged when mulching is not possible and removed from premises. They are not to be left overnight nor swept back into the lawn.

5. **EDGING.** Trimming of edges shall be done at each mowing to maintain a neat and uniform line separating the lawn from header boards, sidewalks, walkways, buildings, fences, and/or other obstacles. All edging will be done to retain the original size and shape of planter areas.

A clear circle, at least 24-inches in diameter, shall be maintained free from grass and weeds at the base of each tree to reduce the possibility of damage from equipment. Appropriate mulch shall be maintained.

**6. TREES - PRUNING.** Small trees and all shrubs are to be pruned according to the following, in order to maintain existing shape and size and to remove all dead and/or diseased sections. All cuttings will be removed from the premises by the Contractor.

The objectives to be accomplished under this section are as follows:

- a. To remove injured, diseased, or dead branches twenty feet and under.
- b. To remove suckers and rank or interfering growth.

No trees shall be sheared, topped or dehorned. Pruning shall be kept at a minimum for it is desired that the trees keep their natural habits and graces.

The method used shall be consistent with standard horticultural and tree surgery practices. Pruning shears, pole pruners and saws will be kept sharp at all times. Pole saws and hooks shall not be used. Care shall be taken not to damage trees during pruning by careless use of ladders or by falling branches. Climbing irons or spikes shall not be used.

Branches to be shortened shall be cut just above or beyond a side branch or bud. The cut shall be diagonal to the axis of the branch and be made clean without fraying edges. The removal of large, heavy limbs shall be undertaken in the following manner:

- a. First, undercut the branch one-fourth its diameter 8-12 inches from its base.
- b. Cut through the branch from the top, one inch further from the base.
- c. Cut from above, adjacent to and parallel with the axis of the trunk or branch at the base. The cut shall be nearly flush as possible.

All cuts of branches over one inch in diameter shall be pared smoothly at the edges with a sharp knife. The cambium shall be covered with shellac, as needed; then a commercial tree wound paint shall be applied to the entire cut surface.

The tree pruning schedule shall be undertaken as soon as practical after the need is observed at a periodic inspection. Pruning is to be completed within fifteen (15) days. All trimmings shall be removed from the site.

When extensive tree or shrub damage results from windstorm, ice, lightning, disease, or pests, such damage shall be pruned off or dug out and removed from the site as soon as practical.



**7. SHRUBS - PRUNING.** The objectives to be accomplished under this section are as follows:

- a. To remove injured and diseased or dead branches.
- b. To remove rank and interfering growth so that the plants may maintain their natural form, but be kept in size consistent with their function in the total planting design. To remove old wood at the base of the shrub so that vigorous new growth may renew the plant.
- c. To shape by shearing and trimming those plants whose functions in the planting design are to provide a precise barrier or form.

No plants, other than those listed under Item c, above, shall be sheared or clipped and no plants shall be pruned into rounded artificial mounds or ice cream cone shaped devices.

The method to be used shall be consistent with accepted horticultural practice. Pruning shears, knives, and saws shall be kept sharp at all times. Cuts shall not be ragged on large stems but shall be just above a branch or lateral bud so that dead stubs will be kept at a minimum. The cuts shall be diagonal to the axis of the stem.

Sides of clipped hedges shall be tapered or sloped slightly in toward the body of the plant, with the narrow dimension at the top. A portion of the current year's growth must be left on the plants at each summer pruning.

The schedule of pruning shall be as follows:

- a. The removal of damaged, diseased, or dead foliage and branches shall be undertaken annually during late spring after blooming has ceased. When these conditions are observed to be extensive on inspection at other times of the year, they shall be accomplished as indicated under "Trees - Pruning."
- b. The removal of interfering branches and of old wood shall be undertaken annually during midwinter.
- c. The shearing and shaping of border plants shall be undertaken three times per year, once in later winter and twice each summer.

The amount of pruning at each visit will vary with the season and with climatic conditions.

**Shrubs - Weeding.** Shrub borders and beds shall be weeded each week for the months of April through October. During the months of November through March, monthly. Regular hoes or pronged hoes may be used if damage to shrub roots and branches can be avoided. However, where weed growth is rank and the loosened weeds may re-root, the weeds shall be removed and carried from the site.

**Shrubs - Mulching and Fertilizing.** Once each spring and once each fall, all the shrub beds and all islands on the facility property, shall be mulched to a depth of three inches with pine straw or mulch, including an admixture of twenty (20) pounds of 6-8-6 fertilizer for every 1,000 square feet of area covered. The mulch and fertilizer shall be worked lightly into the top layer of the soil. The general appearance of the mulched beds and mulched islands shall be smooth with a neat appearance. If mulched areas are disturbed due to minor rain washouts, vehicle tracks, etc., the beds/islands shall be restored to the original smooth appearance.

The type of mulch should be approve by Contracting Officer Technical Representative (COTR) each spring and the mulch type will remain the same for that year

**Shrubs - Spraying.** The contractor shall use appropriate commercial sprays for nominal infestation, disease, or insects as these conditions are observed. When extensive infestation is observed, the contractor shall spray as necessary for eradication. All such spraying shall be brought to the attention of the COTR.

**8. DRAINAGE CATCH BASINS.** The Contractor shall remove all trash and other debris from the top and inside of drainage basins on the facility, and maintain them free from trash, debris, etc., to insure unimpeded water passage.

## **SECTION II – FERTILIZING and FIRE-ANT CONTROL**

At least two (2) times a year, a weed-free fertilizer will be applied to all lawn areas in accordance with the manufacturer's directions and recommendations. The fertilizing agent and the application schedule will be approved by and coordinated with the Contracting Officer Technical Representative (COTR). Regular fertilization shall be undertaken in early spring following aeration and again in early fall. Fertilization shall consist of the application of area-based fertilizer, such as Vitagro, Agraco Tonic or Turf Builder. The application shall be for medium coverage as recommended by the manufacturers and as printed on the bags. Every effort shall be made to spread the fertilizer just prior to a soaking rain.

A commercially-available, granular fire-ant control compound will be applied one time annually in conjunction with the spring fertilizer application. The application shall be for medium coverage as recommended by the manufacturers and as printed on the bags.

## **SECTION III - WEED ABATEMENT AND CONTROL**

All Hazardous Chemicals used on the job site will be submitted to the COTR for approval prior to doing work.

Work under this section requires that all unwanted plant growth be controlled by approved chemical treatment methods and all remaining debris be removed from the facility premises.



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1. The Contractor will provide a complete list of Manufacturer's Material Safety Data Sheets (MSDS) to the COTR, as appropriate. All applicable OSHA standards must be adhered to.
2. All lawns, planting beds, and non-planted areas shall be cultivated, weeded, and/or treated as frequently as is necessary to control noxious weeds by preventing their growth and spread. Only recognized commercial products manufactured for this purpose and approved for use in the State of Georgia will be used. Application will be applied as directed by the manufacturer with licensed applicators doing the work. It is anticipated that with a continuous, balanced, maintenance program the established predominant lawn grass will crowd out most weeds. However, it shall be the responsibility of the contractor to dig out patches of rank weeds from time to time. Where these patches exceed four square feet in area, they shall be reseeded with the predominate grass seed at normal coverage during the regular seeding season.
3. In the wide area outside the perimeter fence, all weeds and other vegetation will be cut to maintain the 25 feet clear zone. Weeds growing in the fence will be eliminated either by hand weeding or spraying with an approved weed killer solution. Application will be applied as directed by the manufacturer with licensed applicators doing the work. At no time will plants in this area be permitted to interfere with the security of the facility by restricting visibility beyond the fence, or by providing over-the-fence access to the premises.
4. Each week, all unsightly vegetation (weeds, grasses, etc.) shall be removed from parking island, curbs, fence lines, between cracks in concrete and asphalt, etc. Also remove weeds inside the Chiller Yard on rear of main building.

### SECTION IV - GROUNDS CLEANUP

**GROUNDS CLEANUP SERVICE.** Contractor shall perform all grounds cleanup service each day that work is performed. If weather conditions, such as heavy rain, will not permit performance then grounds cleanup service shall be performed the next day weather permitting.

**Collect Paper/Trash.** The contractor shall pick up any trash that may fall in or around the walks/grounds. Collected trash shall be placed in contractor provided trash can liners.

**Cleaning of Walks and Grounds.** Sidewalks and parking areas shall be swept free of trash and refuse. Dirt and grass clippings shall be blown from all walkways, sidewalks and parking areas. Paper, cans, cigarette butts and other refuse shall be removed from around the buildings, shrubs, fences, and parking areas.

**Plastic Trash Can Liners.** The contractor shall furnish plastic trash can liners of adequate quality to remove trash and debris.

**Blowers/Brooms.** The contractor shall furnish blowers/brooms to remove dirt, trash, and refuse from all sidewalks, parking and road areas located inside fence of facility and main entrance.

**Disposal of Trash/Lawn Debris.** All bags of trash and lawn debris shall be removed from the facility premises at the expense of the contractor.

**Parking and Patio Appearance.** All parking and patio areas shall be free from dirt and silt due to rain washouts, etc.

## SECTION V – SNOW REMOVAL

Snow, sleet and/or ice shall be removed from the building and guardhouse walks and entrances, so that these areas are clean and safe for pedestrian traffic. If the above conditions occur during the night, the pavement and sidewalks shall be cleared prior to normal business hours, otherwise response will be in a timely fashion to prevent personal injury. Notification must be given to the COTR or to the TRACON Systems Operations Control Desk (678-364-6020) prior to and after service occurs. Calcium chloride shall be used in the sidewalk area and a commercial snow/ice remover may be used as a method of maintaining all other areas. Under no circumstances shall the Contractor deposit shovel/blown snow and ice on common sidewalks.

## SPECIAL PROVISIONS

1. **DAMAGE.** Contractor shall immediately report to the COTR any damage to the property or to adjoining properties caused by his/her personnel or equipment. The Contractor will be responsible for the cost incurred to repair or replace damaged items. The contractor must have pre-approval from the COTR for all repairs/items.
2. **REPLACEMENTS.** Any plant materials which are damaged as the result of carelessness, mistreatment or lack of maintenance service on the part of the Contractor or his/her personnel shall be replaced at the expense of the Contractor.
3. **GROUND DATA.** There are approximately 35 acres covered by this contract, divided roughly as follows:

Asphalt parking and driveways	243,720	square feet
Concrete sidewalks, pads, etc.	20,700	square feet
Ground Cover	50,000	square feet
Grass (11 acres)	423,500	square feet
Building area	80,000	square feet
Perimeter fence	4325	linear feet

4. **RIGHTS AND AUTHORITY OF THE GOVERNMENT.** The Government may undertake or award other contracts for additional work, and the Contractor shall fully cooperate with all other Contractors and Government employees and schedule his/her



work to accommodate such additional work as may be specified by the Contracting Officer. The Contractor shall not commit or permit any act that will interfere with the performance of work by any other Contractor or by Government employees.

**5. SUPPLIES AND EQUIPMENT.**

a. The Government will furnish:

- (1) Electrical power at existing power outlets
- (2) Water for grounds maintenance use

b. The Contractor will furnish:

- (1) Fertilizer, sprays, soil conditioners, and all other commercial products required
- (2) Any and all equipment required to accomplish the work described in the contract specifications.
- (2) Disposal of trash/ground debris